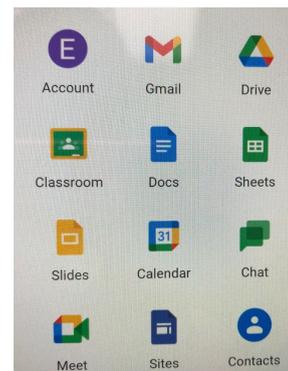


Google tools: quick user guide to key features we use in school

When using google most of the different links (docs, slides, chat, meet, classroom) will all be on the 'waffle'



You can find the waffle at the top right of the page. If you click on here you can navigate to the different apps that you might need.

Here are some of the common ones we use.

| Google Classroom | Google Meet | Google Docs | Google Slides |
|---|---|---|---|
|  Access the google classroom here. |  Join a Google Meet here. |  Use or start a Google Doc (like MS word) here. |  Use or start a Google Slides (like MS PPT) here. |

Docs is very similar to Microsoft Word and Slides is the same as Powerpoint.

Mac/iPad/tablet users:

- If you are using a Mac, the features of Google should work in exactly the same way.
- If you are accessing these features on an iPad or Android tablet you will need to download the apps from the app store. (Google Classroom, Google Meet & Google Slides)

Communicating with staff:

- If you need to contact your Class Teacher or Teaching Assistant, please send a private message and staff will respond as soon as they are able.
- Alternatively, send an email to office@fenstanton.cambs.sch.uk and this will be forwarded on and responded to ASAP.
- Please **do not** use Gmail (the fenstanton.education email address) of staff as these are **not monitored**.
- If you download the app, you will be notified of all private messages and comments on work.
- There is a helpful video guide that may help accessing the comments if you are working on a computer: <https://drive.google.com/drive/search?q=owner:kwilkins%40fenstanton.education>
- Please remember that many staff are in school teaching and it may not be possible for your child's class teacher to respond immediately. Response and feedback to pupils is being timetabled between the Teachers and Teaching Assistants that are not in school.

If you are asked to join a google meet using a code.

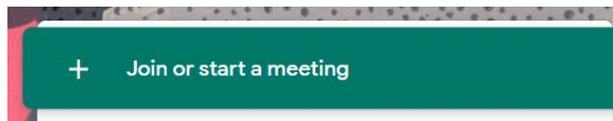
1. First, click on the waffle .



2. Click the meet symbol



3. Now, click on join/start meeting.



4. Type in the code given by your class teacher.

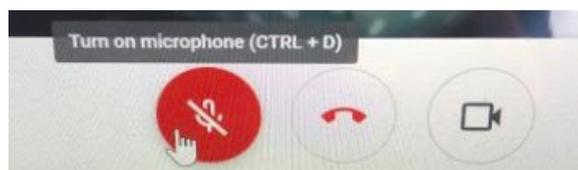
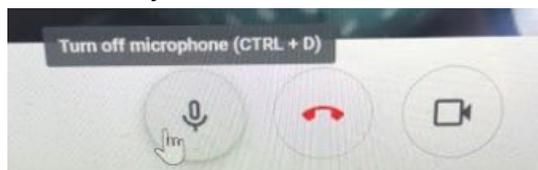
This will be the first part of their google login, which is the first 3 letters of their first name, the first three letters of their surname & the year they started in Reception. E.g. Joseph Bloggs who started reception in 2015 would be **josblo15**

Enter the meeting code or a nickname. To start your own meeting, enter a nickname or leave it blank.

5. Click to 'Join now'. You may have to wait to be admitted by the staff member.



You will likely have been muted as the meeting begins. If not, please mute yourself until invited to 'unmute' by staff.



Uploading work -You can upload your child's work in a variety of ways:

- The easiest way is to download the Google Classroom app, take a photo of the work/activity on your phone or tablet and upload this way. You can also upload via the computer.
- You could print the worksheet & upload a scan or photo, or your child could just record their answers on paper/in an exercise book.
- Your child may like to record their answers in a Google Doc or Google Slides. The files are uploaded so that each child opens their own version for editing. For older pupils uploading their own work, there is a further user guide for how to 'turn in an assignment'.

Turning in an assignment: attaching work

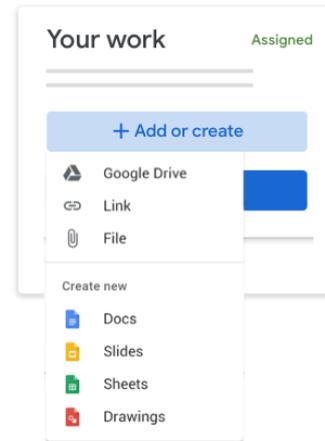
You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment.

1. Go to classroom.google.com, click 'Classwork' & click the assignment 'View assignment'.

2. To attach an item:

Under Your work, click Add or create.

Select the attachment or enter the URL for a link and click Add.



3. To attach a new document:

Under Your work, click Add or create:

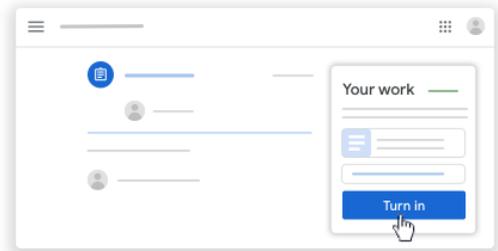
Docs  Slides  Sheets  Drawings  .

This creates a new file and attaches to your work.

4. Click Turn In and confirm.

The status of the assignment changes to Turned in.

Important: If you get an error message when you click Turn in, let your instructor know.



Turn in an assignment with a document assigned to you:

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

- 1) Click the image with your name to open the assigned file.
- 2) Enter your work.
- 3) On the document or in Classroom, click Turn in and confirm, as above.

Turn in a quiz assignment:

1. Click the form and answer the questions.
2. Click Submit.
If the form is the only work for the assignment, the status of the assignment changes to Turned in.
3. If there's more work to do for the assignment, click Open assignment.

If you have any queries or issues, please get in touch with your child's class teacher via the Google Classroom or alternatively please send us an email via the school office. More video guides are coming soon.